**Employee Notification of** **Risk of Injury and Safety Plan**

Under the Occupational Health and Safety Act (OHSA), the Board is required to take every precaution reasonable for the protection of workers. It is the TDSB procedure that principals must ensure that all employees who have contact with students who are known to have a history of risk of injury to self or others are informed of that risk. This notification is required for all staff members who provide instruction and support to the student(s) and have the right to know what behaviours can be expected and through experience, qualifications, and training, how to apply the appropriate strategies to ensure the safety of student(s) and staff .

Accordingly, principals will document that all employees who have contact with students who may be at risk of injury to themselves or others are informed and provided with related information. Principals will record the name of the student, the date when information related to the risk of injury was shared with the employees, and the name of the employees informed. This includes occasional staff (e.g., occasional teachers and occasional support staff) and other TDSB staff working in the school. This documentation will be kept in the principal’s office and is considered confidential.

The principal must share, in confidence, the relevant information related to risk of injury behaviours that may include a Behaviour Support Plan, and an IEP, should the student have one. The Safety Plan for the student must be reviewed with staff*.* The shared information will include, but is not limited to, the following:

* strengths of the student and positive reinforcers;
* specific strategies in place to prevent occurrences of risk of injury behaviour;
* the nature and frequency of possible risk of injury behaviour;
* predisposing and/or precipitating factors;
* expected employee responses and safety procedures to be followed (Safety Plan);
* Incident reporting and ABC chart analysis;
* procedures for notifying parents/guardians;
* reporting procedures.

The attached form must be used to document Notification of Risk of Injury and Safety Plan.

#### Employee Notification of Risk of Injury and Safety Plan

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| School: | Principal: |
| Name of Student: | Date Safety Plan Initiated: |
| Brief description of risk of injury behaviour: |

**Notification Record**

Please **ensure** that each staff member has been informed and instructed in each of the following by having each staff member date and sign the chart below:

* risk of injury with respect to the above student
* nature of the behaviour that may present a risk of injury
* intervention strategies that are in place to prevent injury to staff and/or students (Safety Plan)
* expected employee response if this behaviour occurs (Safety Plan)
* incident-reporting procedures

* received information and training on this PR699

* mandatory training as outlined in this procedure

**Staff members’ signatures below indicate that all information above have been provided with the information and instructions as indicated above.**

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| **Date** | **Staff Name and Role**  | **Staff Signature** |
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| **Date** | **Staff Name and Role**  | **Staff Signature** |
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***CONFIDENTIAL RECORD TO BE KEPT BY PRINCIPAL IN THE MAIN OFFICE.***